

ROUTING AND TRANSMITTAL SLIP		Date
		29 July 1985
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. EXO/DDA		<i>2430</i> JUL 1985
2. ADDA		<i>2</i>
3. DDA		<i>30 255</i>
4. <i>EXO/DDA</i>		<i>✓</i>
5. DDA REGISTRY		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

22 JULY
 Harry: In DDST's memo expressing their concerns over ODVE being a Flat Rate Per Drum Test Bed, he closed by saying "Let ~~me~~ know how you want to proceed". If you don't object I will prepare reply advising we will use OL as a Test Bed. Bd.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

SUSPENSE: 13 AUGUST 1985

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Utilizing Flat-Rate Per Diem for Domestic Travel by Office of Logistics Employees During a Six-Month Test Period

FROM: Harry E. Fitzwater
Deputy Director for Administration

EXTENSION

NO.

DDA 85-0944/6

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Finance
616 Key Bldg.

2.

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13.

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15.

FORM
I-79

610

USE PREVIOUS
EDITIONS

GPO : 1983 O - 411-632

ADMINISTRATIVE - INTERNAL USE ONLY

DDA 85-0944/6

30 JUL 1985

MEMORANDUM FOR: Director of Finance


FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Utilizing Flat-Rate Per Diem for Domestic
Travel by Office of Logistics Employees
During a Six-Month Test Period

1. At the Office of Finance's quarterly MBO meeting with the DDA on 29 July 1985, the DDA and the Director of Finance agreed to conduct a test using flat-rate per diem. It was decided that the Office of Logistics' employees travelling domestically would be the test bed for six months.

2. Before we can begin this test, we must obtain the DDCI's approval to do so. Please prepare the appropriate memorandum requesting his approval. You should contact the Director of Logistics and make necessary arrangements for this test period.

3. Please inform us of the timing and parameters of this test and of the findings after the test has been completed.


Harry E. Fitzwater

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Next 1 Page(s) In Document Denied